



Student Grade Appeal Policy

Please fill out this form completely

Date:

Student:		Mailing Address:	
Student No.:		City:	
Telephone:		Province:	
Email Address:		Postal Code:	

Course:		Instructor:	
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Please explain the reason for your appeal and any documentation in support of your appeal, such as doctor's certificates. The College will review the Student Petition for Appeal and respond in writing, usually within one month.

Please list all supporting documents attached to this Petition to Appeal.



Student Grade Appeal Policy

Student Petition for Appeal Procedure

It is the desire of Canadian National Institute of Business to resolve any appeals, complaints or concerns in a prompt and courteous manner. It is the expectation of the College that most issues will be resolved informally by way of discussion between the student and the appropriate staff member.

Canadian National Institute of Business has established specific procedures for lodging a complaint or appeal.

- Appeals regarding grades or dismissals are subject to the academic Appeal Policy. Please use this Student Petition for Appeal Form to file an appeal.
- Complaints are subject to the relevant policies established by the College such as harassment/discrimination, unsafe work conditions, breach of privacy or confidentiality. Please use the Student Complaint Form to file your grievance.

Procedure for Appeals Regarding Dismissal, Grades or Assessments

Step 1: In an effort to resolve the issue informally, the student will bring the issue to the course instructor.

Step 2: If the problem remains unresolved, the student may present the complaint or concern in writing, using the **Student Petition to Appeal Form**, to the Director of the campus at which the student is registered. The written submission must include details related to the Step 1 process. The Director will initiate an individual or joint discussion with the student(s) and staff member(s) involved. If resolved, the Director will notify all concerned parties, in writing, of the decision and the reasons upon which the decision is based. The student will receive a copy of the Appeal, the decision, and all submissions filed in regards to the decision.

Step 3: If the problem remains unresolved, the student may refer the matter, in writing, to the Director of Canadian National Institute of Business. Step 3 must be completed within six (6) weeks from the end of the course. The Director will review the materials submitted and may convene a meeting between all parties. The Director will then render a **final** decision and notify all parties concerned, in writing, of the decision and the reasons upon which the decision is based. The student will receive a copy of the Appeal, the decision, and all submissions filed in regards to the decision.

As a guideline, steps 1 to 3 should not normally exceed one month.

A copy of the decision and all related documents will be kept at the campus and another copy kept by the Canadian National Institute of Business at their location on 3030 Lincoln Avenue, Coquitlam, BC V3B 6B4, for a period of not less than three years from the date of the final decision.